



CITY OF TORRANCE

COMMUNITY SERVICES DEPARTMENT Recreation Services Division

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July 2, 2012

Dear Vendor,

The Torrance Community Services Department will be presenting its 20th Annual Fall Bazaar hosted by **THE ATTIC**, A Torrance Teen Center on Saturday, September 15, 2012, from 9:00 a.m. to 4:00 p.m. The Fall Bazaar will be held at the Torrance Cultural Arts Center located at 3330 Civic Center Drive, Torrance, CA 90503.

The Teen Center is a place for high school students to get away from their everyday routines; a place that is committed to their interests and needs. The facility offers after school activities, classes, sports, tournaments, self-help programs and excursions to the 6,000-8,000 Torrance teens. All proceeds from the Fall Bazaar will benefit **THE ATTIC**.

This event will allow individuals to sell arts and crafts, jewelry, collectables, one-of-a-kind handcrafted items, home décor, toys and trinkets for everyone to enjoy. Booth spaces are located in four (4) locations in the Torrance Cultural Arts Center area:

1. **Ken Miller Recreation Center** (inside-linoleum surface) spaces 8' x 8'
2. **Torino Plaza** (outside-concrete surface) spaces 10' x 10'
3. **Toyota Meeting Hall** (inside-carpet surface) spaces 8' x 8'
4. **Lawn in front of Ken Miller Recreation Center** (outside-grass surface) spaces 10' x 10'

Returning vendors (who attended 2011 Fall Bazaar) will have priority, provided their applications are received by **Monday, July 30, 2012** (postmarked). Spaces are limited to two booths per vendor. The fee for a booth is \$65 for Torrance residents and \$75 for non-residents. A late registration fee of \$20 will be added to the booth fee for all applications received after **Friday, August 17, 2012** (postmarked). Payments should be made to the City of Torrance by check, money order or credit card (NO CASH). **The deadline for all applications will be Thursday, August 23, 2012. All incomplete applications will be returned and spaces will not be reserved!**

Vendors are responsible for collecting and paying their California Sales Tax on all sales made during the event. If you do not have a valid sellers permit, please contact the California State Board of Equalization at 1-800-400-7115 or visit www.boe.ca.gov.

We are looking forward to working with you and hope that you will take part in providing the Torrance Community with a truly enjoyable day. If you need additional information, please contact the Community Services Department at (310) 618-2930.

Thank you,

THE ATTIC Advisory Committee

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FALL BAZAAR RULES AND REGULATIONS

GENERAL INFORMATION AND GUIDELINES

Vendor Items:

- All vendor booths must sell tangible merchandise; services such as massage, palm reading, make-up application or hair styling are prohibited.
- Food, candy, plants, alcoholic beverages, refreshments, audio recordings, fireworks (including poppers), silly string and stink bombs are prohibited.
- Please remember this is a family event and only family-appropriate items should be sold. The City of Torrance Community Services Department staff will enforce their judgment and will have you remove items and/or close your booth should any items be deemed not family-appropriate.
- NO refunds or credits will be issued.
- **Specify what items will be sold at your booth.** Once your application is approved there cannot be any deviation of the items to be sold.
- The City of Torrance Community Services Department reserves the right to limit the number of similar items and to disallow the sale of any item that is not keeping with the standards of the event.

State Board Requirements:

- All sales conducted within the State of California require a Seller's Permit.
- All vendors must have a California Seller's Permit.
- **The Seller's Permit must be in the name of the vendor listed on the application (the Seller, the applicant, and the payee must be the same as the individual signing the application).**
- **Sales assistants are allowed and recommended on the day of the event.**
- Temporary Seller's Permits are free-of-charge. You can get more information by contacting the State Board of Equalization at 1-800-400-7115 or by visiting www.boe.ca.gov.

BOOTH GUIDELINES

- All booth spaces are 10' x 10' (outside) and 8' x 8' (inside) (see attached map). You are only allowed to set up and sit in the 10' x 10' or 8' x 8' space and no merchandise, chairs or supplies can encroach on the walkways.
- There are **NO** shared booths (one vendor per booth). Sales assistants are encouraged the day of the event.
- Applications will be taken on a first-received, first-assigned basis. All returning (participated in last year's Fall Bazaar) vendors will have priority to receive the same space as last year if their application is received by the returning vendor deadline.

- New applicants will then be taken on a first-received, first-assigned basis.
- Due to vendor interest, spaces are limited to two booths per vendor.
- Vendors must bring their own tables, chairs and canopies (optional).
- Vendors are responsible for their merchandise, securing their tents/canopies, and all set-up and clean-up of their booths.
- All booths must be secured in case of wind.
- There is no electricity in the booths and the use of generators is strictly prohibited.
- There is absolutely no smoking allowed in or around booths.
- No vehicles will be permitted back onto the loading area until 4:00 p.m.
- All vendor booths must remain open for business during the entire event (9:00 a.m. to 4:00 p.m.).

PARKING GUIDELINES

- Due to the large number of vendors, we are requiring you to unload your merchandise in the designated area and then park your car in the **Vendor Parking area.**
- **Vendor Parking** is on the east side of the parking lot near the Courthouse. It is very important to leave the large parking lot available for your customers.

MISCELLANEOUS

- Flyers advertising the event will be mailed with your receipt and confirmation information. Vendors are encouraged to distribute flyers to assist in the promotion of the event. The more publicity, the more potential sales!
- Your signature on the application form is an agreement to abide by the Bazaar Rules and Regulations as stated.
- All incomplete applications will be returned and spaces will not be reserved! Please make sure you fill in each blank.



FALL BAZAAR VENDOR APPLICATION

Saturday, September 15, 2012 * 9:00 a.m. – 4:00 p.m.
TORRANCE CULTURAL ARTS CENTER
3330 Civic Center Drive, Torrance, CA 90503

VENDOR INFORMATION: Check one: ☐ New Vendor ☐ Returning Vendor (participated in Fall 2011)

NAME: _____
First Name Last Name Business Name

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: (____) _____ EMAIL ADDRESS: _____

FEE: Check one: ☐ Torrance Resident - \$65 ☐ Non-Resident - \$75
☐ Postmarked after August 17, 2012 - \$85/\$95
(THE DEADLINE FOR ALL VENDORS IS AUGUST 23, 2012)

Number of Booths: _____ (Limited to two booths per vendor) Booth Requests: _____

PAYMENT OPTION: NO CASH

☐ Check (Payable to City of Torrance) Check Number: _____ or ☐ Credit Card

I hereby authorize the use of my: ☐ Master Card ☐ Visa ☐ American Express ☐ Discover

Print name as it appears on card: _____

Credit Card #: _____ Expiration Date: Month: _____ Year: _____

Signature: _____ Credit Card Requests Must Have a Signature. Date: _____

SELLER'S PERMIT NUMBER: _____

FLYERS: Check amount of ☐ flyers and/or ☐ postcards you would like to distribute: ☐ 25 ☐ 50 ☐ 100

CATEGORY OF ITEMS TO BE SOLD: Specify what will be sold in your booth:

☐ Jewelry ☐ Clothing ☐ Ceramics ☐ Paintings ☐ Glass ☐ Cards ☐ Photography
☐ Mosaics ☐ Metal ☐ Woodwork ☐ Candles ☐ Quilts ☐ Purses/Wallets
☐ Other _____

MAIL OR FAX IN APPLICATION:

Please complete this application, sign at the bottom and mail with check/credit card information to:

City of Torrance Community Services Department
3031 Torrance Boulevard
Torrance, CA 90503
ATTN: Fall Bazaar
FAX: (310) 618-2903

The undersigned agrees that he/she has read and understands the FALL BAZAAR RULES AND REGULATIONS and will be able to comply with all of the rules and regulations described. The undersigned understands non-compliance will result in closing down the booth and undersigned will not be invited back to future events. All fees are non-refundable.

Signature required _____ Date: _____

FOR OFFICE USE Receipt #: _____ Receipt Date _____ Processed Date _____ Booth #: _____
Received Date: _____

